



CONTRACT USER GUIDE



How to Use Statewide Contract: VEH89, Motorized Vehicle Parts, Re-refined Motor Oil, Remanufactured Antifreeze and Other Lubricants

Contract #: VEH89

Contract Duration: 9/30/14 – 6/30/15

MMARS #: VEH89

Options to renew: None

Contract Manager: Lisa Baker

Lisa.Baker@state.ma.us

(617) 720 - 3112

This contract contains: EPP

Contract Summary

This contract provides the purchase and delivery of OEM and Non-OEM motorized vehicle parts, re-refined motor oil, hydraulic oils, transmission fluids, specialty oils, greases, lubes, brake fluids, remanufactured antifreeze and windshield washer solvent. Products offered on this contract are required to meet all automotive and equipment manufacturers warranty standards and industry certifications. All equipment purchases have an established discount percentage off the Manufacturer's Suggested Retail Price list. You can find this information listed on the Commonwealth's procurement web site COMMBUYS (www.commbuys.com) under each Vendor's Master Blanket Purchase Order.

Benefits and Cost Savings

- Significant discounts off various Light, Medium and Heavy Duty parts, Re-refined Motor Oil, Remanufactured Antifreeze and Other Lubricants.

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

How to Use This Contract?

Eligible Entities should contact the Contractors in the appropriate product and/or service area to provide a specific commodity and/or service. It is highly recommended that the Eligible Entity seek more than one quote as a good business practice in obtaining best value. Once you receive a quote please review it in its entirety for correct billing, shipping and pricing information.

Pricing and Purchase Options

All purchases are outright purchases with a pricing structure that provides a Discount Percentage. The percentage discount off the manufacturer's list is posted as line items for each vendor. After you have identified this statewide contract will meet your needs, you need to ensure that the contractor confirms that your order is being placed under VEH89 to receive the correct prices and terms. This is important even with repeat orders. Plus, all orders should be identified with the contract number VEH89.

Delivery

Delivery charges are not authorized under this Contract (with the exception of emergency same-day deliveries). Same day delivery is available for parts, at no additional cost and Contractors have agreed to make a good faith effort to accomplish this. The Contractors are required to deliver goods within one business day after receipt of an order, or at a mutually agreed upon time. All parts which are not in good condition upon delivery shall be promptly replaced by the Contractor. All motor oil prices must be F.O.B. destination and must be delivered to the customer within two (2) business days after receipt of an order, unless otherwise agreed upon by both parties. Orders may be cancelled when there is a failure to deliver on time.

Summary of Where to Obtain Important Contract Information in COMMBUYS

This contract has been set up as a zero line item catalog in COMMBUYS, with the exception of Dennison Lubricants who has a detailed priced line item catalog.

There are 18 vendors on this contract and each vendor has been assigned a unique Master Blanket Purchase Order. Vendor price lists are located in the attachments tab on each Master Blanket Purchase Order.

How to place an order

Locate which region you are located in below, confirm the product you are seeking and the contractors supporting your region.

Once a quote is obtained and selected the ordering process is as follows:

- Initiate a new requisition
- Search for an item; use VEH89 in the description field; to narrow your search, you can also enter the vendor you have chosen into the vendor name field.
- Select the appropriate catalog line
- Enter the total price
- Attach the vendor quote
- Submit for approval
- **Where to Find complete VEH89 contract information on COMMBUYS**

If full statewide contracts details are required please refer to VEH89 files listed under the Conversion Vendor [C118227-vCurrent](#) link. This link provides the entire detailed information as it relates to the statewide contract RFR, award information and specifications.

Additional Information

- **Region Definitions:**

City - Region		City - Region		City - Region		City - Region	
A		B		C		D	
Abington	5	Baldwinville	3	Cambridge	4	Dalton	1
Acton	3	Barnstable	5	Canton	4	Danvers	4
Acushnet	5	Barre	2	Carlisle	4	Dartmouth	5
Adams	1	Becket	1	Carver	5	Dedham	4
Agawam	2	Bedford	4	Centerville	5	Deerfield	2
Alford	1	Belchertown	2	Charlemont	1	Dennis	5
Amesbury	4	Bellingham	3	Charlestown	4	Dennisport	5
Amherst	2	Belmont	4	Charlton	3	Dighton	5
Andover	4	Berkley	5	Charlton City	3	Douglas	3
Arlington	4	Berlin	3	Chartley	5	Dover	4
Ashburnham	3	Bernardston	2	Chatham	5	Dracut	4
Ashby	3	Beverly	4	Chelmsford	4	Dudley	3
Ashfield	1	Billerica	4	Chelsea	4	Dunstable	3
Ashland	3	Blackstone	3	Cherry Valley	3	Duxbury	5
Ashley Falls	2	Blanford	1	Cheshire	1		
Assonet	5	Bolton	3	Chester	1		
Athol	2	Bondsville	1	Chesterfield	1		
Attleboro	5	Boston	4	Chicopee	2		
Auburn	3	Bourne	5	Chicopee Falls	2		
Avon	5	Boxborough	3	Chilmark	5		
Ayer	3	Boxford	4	Clarksburg	1		
		Boylston	3	Clinton	3		
		Braintree	4	Cohasset	5		
		Brewster	5	Colrain	1		
		Bridgewater	5	Concord	4		
		Brighton	4	Conway	1		
		Brimfield	2	Cotuit	5		
		Brockton	5	Cummington	1		
		Brookfield	3				
		Brookline	4				
		Buckland	1				
		Burlington	4				
		Buzzards Bay	5				

City - Region		City - Region		City - Region		City - Region	
E		F		G		H	
East Arlington	4	Fairhaven	5	Gardner	3	Hadley	2
East Boston	4	Fall River	5	Gay Head	5	Halifax	5
East Bridgewater	5	Falmouth	5	Georgetown	4	Hamilton	4
East Brookfield	3	Feeding Hills	1	Gilbertville	1	Hampden	1
East Dennis	5	Fiskdale	3	Gill	2	Hancock	1
East Douglas	3	Fitchburg	3	Glendale	1	Hanover	5
East Falmouth	5	Florence	1	Gloucester	4	Hanson	5
East Freetown	5	Florida	1	Goshen	1	Hardwick	1
East Longmeadow	1	Foxborough	5	Gosnold	5	Harvard	3
East Lynn	4	Framingham	3	Grafton	3	Harwich	5
East Orleans	5	Franklin	3	Granby	2	Harwichport	5
East Otis	1	Freetown	5	Granville	1	Hatfield	1
East Pepperell	3			Great Barrington	1	Haverhill	4
East Princeton	3			Greenfield	2	Hawley	1
East Sandwich	5			Groton	3	Haydenville	1
East Taunton	5			Groveland	4	Heath	1
East Templeton	2					Hingham	5
Eastham	5					Hinsdale	1
Easthampton	2					Holbrook	5
Easton	5					Holden	3
Edgartown	5					Holland	2
Egremont	1					Holliston	3
Erving	2					Holyoke	2
Essex	4					Hopedale	3
Everett	4					Hopkinton	3
						Housatonic	3
						Hubbardston	3
						Hudson	3
						Hull	5
						Huntington	1
						Hyannis	5
						Hyannisport	5

I		M		N		O	
Indian Orchard	1	Magnolia	4	Nahant	4	Oak Bluffs	5
Ipswich	4	Malden	4	Nantucket	5	Oakdale	3
		Manchester	4	Natick	3	Oakham	3
J		Mansfield	5	Needham	4	Onset	4
Jamaica Plain	4	Marblehead	4	New Ashford	1	Orange	2
Jefferson	3	Marion	5	New Bedford	5	Orleans	5
		Marlboro	3	New Braintree	2	Osterville	5
K		Marshfield	5	New Marlboro	3	Otis	1
Kingston	5	Marshfield Hills	5	New Salem	2	Otter River	3
		Marstons Mills	5	Newbury	4	Oxford	3
L		Mashpee	5	Newburyport	4		
Lake Pleasant	1	Mattapoisett	5	Newton	4		
Lakeville	5	Maynard	3	Norfolk	5		
Lancaster	3	Medfield	3	North Adams	1		
Lanesborough	1	Medford	4	North Amherst	1		
Lawrence	4	Medway	3	North Andover	4		
Lee	1	Melrose	4	North Attleboro	5		
Leeds	1	Mendon	3	North Brookfield	3		
Leicester	3	Merrimac	4	North Dartmouth	5		
Lenox	1	Methuen	4	North Dighton	5		
Leominster	3	Middleborough	5	North Easton	5		
Leverett	2	Middlefield	1	North Egremont	1		
Lexington	4	Middleton	4	North Falmouth	5		
Leyden	1	Milford	3	North Grafton	3		
Lincoln	4	Millbury	3	North Hadley	2		
Littleton	3	Millers Falls	1	North Orange	2		
Longmeadow	2	Millis	3	North Oxford	3		
Lowell	4	Millville	3	North Reading	4		
Ludlow	2	Milton	4	North Swansea	5		
Lunenburg	3	Monroe	1	North Truro	5		
Lynn	4	Monson	2	North Uxbridge	3		
Lynnfield	4	Montague	2	North Westport	5		
		Monterey	1	Northampton	2		
		Montgomery	1	Northborough	3		
		Mount Washington	1	Northbridge	3		
				Northfield	2		
				Norton	5		
				Norwell	5		
				Norwood	5		

P		R		S		S (continued)	
Palmer	2	Randolph	4	Salem	4	Southbridge	3
Paxton	3	Raynham	5	Salisbury	4	Southwick	2
Peabody	4	Reading	4	Sandisfield	1	Spencer	3
Pelham	2	Rehoboth	5	Sandwich	5	Springfield	2
Pembroke	5	Revere	4	Saugus	4	Sterling	3
Pepperell	3	Richmond	1	Savoy	1	Stockbridge	1
Peru	1	Rochdale	3	Scituate	5	Stoneham	4
Petersham	2	Rochester	5	Seekonk	5	Stoughton	5
Phillipston	2	Rockland	5	Sharon	5	Stow	3
Pittsfield	1	Rockport	4	Sheffield	1	Sturbridge	3
Plainfield	1	Rowe	1	Shelburne	1	Sudbury	3
Plainville	5	Rowley	4	Shelburne Falls	1	Sunderland	2
Plymouth	5	Royalston	2	Sherborn	3	Sutton	3
Plympton	5	Russell	1	Shirley	3	Swampscott	4
Pocasset	4	Rutland	3	Shrewsbury	3	Swansea	5
Princeton	3			Shutesbury	2		
Provincetown	5			Somerset	5	T	
				Somerville	4	Taunton	5
Q				South Amherst	2	Templeton	2
Quincy	4			South Ashburnham	3	Tewksbury	4
				South Athol	2	Thorndike	1
				South Attleboro	5	Three Rivers	1
				South Barre	3	Tisbury	5
				South Dartmouth	5	Tolland	1
				South Deerfield	1	Topsfield	4
				South Dennis	5	Townsend	3
				South Easton	5	Truro	5
				South Egremont	1	Tully	1
				South Grafton	3	Turners Falls	1
				South Hadley	2	Tyngsborough	4
				South Lancaster	3	Tyringham	1
				South Lee	1		
				South Royalston	2	U	
				South Yarmouth	5	Upton	3

				Southampton	2	Uxbridge	3
				Southborough	3		
V		W		W(continued)		Y	
Village of Nagog Woods	5	Wakefield	4	Westfield	2	Yarmouth	5
Vineyard Haven	5	Wales	2	Westford	3	Yarmouthport	5
		Walpole	5	Westhampton	2		
		Waltham	4	Westminster	3		
		Ware	2	Weston	4		
		Wareham	5	Westport	5		
		Warren	2	Westport Point	5		
		Warwick	2	Westwood	4		
		Washington	1	Weymouth	4		
		Watertown	4	Whately	2		
		Wayland	3	Whitinsville	3		
		Webster	3	Whitman	5		
		Wellesley	4	Wilbraham	2		
		Wellfleet	5	Wilkinsonville	3		
		Wendell	2	Williamsburg	1		
		Wendell Depot	2	Williamstown	1		
		Wenham	4	Wilmington	4		
		West Acton	3	Winchendon	2		
		West Barnstable	5	Winchester	4		
		West Boylston	3	Windsor	1		
		West Bridgewater	5	Winthrop	4		
		West Brookfield	2	Woburn	4		
		West Deerfield	2	Woods Hole	5		
		West Dennis	5	Worcester	3		
		West Falmouth	5	Woronoco	1		
		West Harwich	5	Worthington	1		
		West Hatfield	2	Wrentham	5		
		West Millbury	3				
		West Newbury	4				
		West Springfield	2				
		West Stockbridge	1				
		West Tisbury	5				
		West Upton	3				
		West Warren	2				
		West Yarmouth	5				
		Westborough	3				

• **Awarded Vendor, Region and Product Offerings:**

Vendor	1	2	3	4	5	Products
Allied Auto Parts				X	X	Non-OEM Light Duty
Allied Auto Parts				X	X	Non-OEM Medium Duty
Allied Auto Parts				X	X	Non-OEM Heavy Duty
Allied Auto Parts				X	X	Misc and Consumables
Dennison Lubricants	X	X	X	X	X	Re-refined Motor Oil
Dennison Lubricants	X	X	X	X	X	Remanufactured Antifreeze
Dennison Lubricants	X	X	X	X	X	Other Lubricants
FleetPride, Inc.	X	X	X	X	X	Non-OEM Light Duty
FleetPride, Inc.	X	X	X	X	X	Non-OEM Medium Duty
Genuine Parts Co. (NAPA)	X	X	X	X	X	Non-OEM Light Duty
Genuine Parts Co. (NAPA)	X	X	X	X	X	Non-OEM Medium Duty
Genuine Parts Co. (NAPA)	X	X	X	X	X	Non-OEM Heavy Duty
Genuine Parts Co. (NAPA)	X	X	X	X	X	Misc and Consumables
Imperial Parts			X	X	X	OEM Ligh Duty - Dodge
Imperial Parts			X	X	X	OEM Ligh Duty - Chrysler
Imperial Parts			X	X	X	OEM Ligh Duty - Cheverolet
Imperial Parts			X	X	X	OEM Ligh Duty - Cheverolet
Jack Madden Ford			X	X	X	OEM Ligh Duty - Ford
Jack Madden Ford			X	X	X	OEM Medium Duty - Ford
Jack Young Co.			X	X	X	Non-OEM Light Duty
Jack Young Co.			X	X	X	Non-OEM Medium Duty
Jack Young Co.			X	X	X	Non-OEM Heavy Duty
Jack Young Co.			X	X	X	Misc and Consumables
Lappen Auto Supply			X	X	X	Non-OEM Light Duty
Lappen Auto Supply			X	X	X	Non-OEM Medium Duty
Lappen Auto Supply			X	X	X	Non-OEM Heavy Duty
Lappen Auto Supply						Misc and Consumables
Minuteman Trucks, Inc.			X	X	X	OEM Medium Duty - Ford
Minuteman Trucks, Inc.			X	X	X	OEM Medium Duty - International
Minuteman Trucks, Inc.			X	X	X	OEM Heavy Duty - CAT
Minuteman Trucks, Inc.			X	X	X	OEM Heavy Duty - Ford
Minuteman Trucks, Inc.			X	X	X	OEM Heavy Duty - Sterling
Minuteman Trucks, Inc.			X	X	X	OEM Heavy Duty - Cummins
Mohawk Resources Ltd.	X	X	X	X	X	Lifts
Parts Unlimited Automotive Warehouse			X		X	Non-OEM Light Duty
Parts Unlimited Automotive Warehouse			X		X	Non-OEM Medium Duty
Parts Unlimited Automotive Warehouse			X		X	Non-OEM Heavy Duty

Vendor	1	2	3	4	5	Products
Parts Unlimited Automotive Warehouse			X		X	Misc and Consumables
Schmidt Equipment	X	X	X	X	X	OEM John Deere
Schmidt Equipment	X	X	X	X	X	John Deere OEM
Tasca Automotive Group			X	X	X	OEM Light Duty - Ford
Tasca Automotive Group			X	X	X	OEM Medium Duty - Ford
Taylor & Lloyd, Inc.	X	X	X	X	X	OEM Heavy Duty - Int'l
Tri State Truck Center, Inc.	X	X	X	X	X	OEM Freightliner
Uni-Select USA	X	X	X	X	X	Non-OEM Light Duty
Uni-Select USA	X	X	X	X	X	Non-OEM Medium Duty
Uni-Select USA	X	X	X	X	X	Non-OEM Heavy Duty
Uni-Select USA	X	X	X	X	X	Misc and Consumables
West Springfield Auto Parts	X	X	X			Non-OEM Light Duty
West Springfield Auto Parts	X	X	X			Non-OEM Medium Duty
West Springfield Auto Parts	X	X	X			Non-OEM Heavy Duty
West Springfield Auto Parts	X	X	X			Misc and Consumables

Vendors:

Vendor Contact Information

Allied Auto Parts, Contact: John Tully,
Phone: 508-588-8500 ext. 212, Email:
jptully@msn.com

Imperial Parts Contact: Jason Maille,
Phone: 508-473-2800, Email:
jasonm@imperialcars.com,

Dennison Lubricants, Contact: Brian
Dennison, Phone: 508-946-0500 x32,
Email: briand@denlube.com

FleetPride, Inc., Contact: Tom
Bartholomew, Phone: 207-205-0878,
Email: tom.bartholomew@fleetpride.com

Genuine Parts Co. (NAPA), Contact: Jonas
Ettlinger, Phone: 518-782-9742, Email:
jonas_ettlinger@genpt.com

Jack Madden Ford, Contact: William
Butze, Phone: 781-762-7906, Email:
parts@jackmaddenford.com

Jack Young Co., Contact: Bill Merullo,
Phone: 617-782-1250 ext. 113, Email:
bmerullo@jackyoungco.com

Lappen Auto Supply, Contact: Ed Lappen, Phone: 781-341-8040, Email: Elappen@lappens.com
Minuteman Trucks, Inc., Contact: William Witcher, Phone: 508-668-3112,
Mohawk Resources Ltd., Contact: Steve Perlstein, Phone: 518-842-1289, Email: sperlstein@mohawklifts.com
Parts Unlimited Automotive Warehouse, Contact: Roger Parent, Phone: 508-543- 2210, Email: foxnapa@aol.com
Schmidt Equipment, Contact: Brett Griswold, Phone: 508-987-8786 ext. 255, Email: griswold@schmidtequipment.com
Tasca Automotive Group, Contact: Mike Saroka, Phone: 402-623-9221, Email: msaroka@tasca.com
Taylor & Lloyd, Inc., Contact: Patricia Lloyd, Phone: 781-275-9290, Email: plloyd1942@aol.com
Tri State Truck Center, Inc., Contact: John Paulik, Phone: 508-753-1200, Email: jpaulik@tristatetruckcenter.com
Uni-Select USA, Contact: Rick Levy, Phone: 800-257-7972 ext. 1003, Email: rlevy@uniselectusa.com
West Springfield Auto Parts, Contact: Ron Lodi, Phone: 413-781-0252, Email: rlodi@wsaparts.com

Complaints:

Contract user Complaints regarding any aspect of this contract can be emailed directly to the Vendor Contract Manager, noted above, and copied to the OSD Contract Manager.